

Class PA310
Date 052109

Pg/ Slide #		Revision
OLD	NEW	<i>Student Guide</i>
		Overview of changes: Added the following information and exercises: <ul style="list-style-type: none"> • Non-Beacon to Beacon from PA410 • Added both transfer exercises from PA410 • Added Reallocation (discussion only) from PA410
8, 9, 10	---	Removed these pages. They were superfluous and unnecessary and redundant like this sentence.
12-35		The entire Lesson 1 was moved to the new course PA300
45-53	9-24	New Lesson 1 entitled "Introduction to Actions". This lesson contains the slides 45-53 that were previously in Lesson 3.
37	10	Added three bullets to lesson objectives: <ul style="list-style-type: none"> • Identify how to access help • Describe helpful tips and tricks • Explain the Workflow process
40	13	Added Non-BEACON to BEACON and Transfer to list of Actions in class in the slide. Also in the notes section, the first paragraph wording was changed to reflect the changes to PA310 and PA420.
41	14	Added graphic in notes section ref BEACON>Help.
49	19	Removed this sentence from IT0019 Monitoring of Tasks: "This infotype is necessary for LOA benefits form letters to print", because IT0019 is no longer a necessary condition for LOA letters to print.
55	28	Added "reemployment" to references to "reinstatement". The action has been renamed "Reinstatement/ Reemployment".
---	29	Added new slide with graphic of Personnel Actions screen for New Hire.
---	35-37	Added new Exercise "Non-BEACON to BEACON".
	43	Removed "delimit infotype 0027" because the infotype no longer appears as part of the Reinstatement/ Reemployment action—it happens behind the scenes now. Users must be sure to save addresses infotype when reinstating an employee because that is what ties 0027 dynamically behind the scenes.
114-116	58-60	Range Revision no funds available has been moved from Lesson 7 to be part of Lesson 3.

	61		The discussion about Reallocation has been removed from PA410 and added to Lesson 3.
83-89	63-69		Promoting employees has moved from Lesson 5 to become Lesson 4.
90-98 and 111- 113	70-81		Separating employees has moved from Lesson 6 to become Lesson 5. Also, Separation Pay Continuation is now part of this lesson.
	78		<p>Separation Pay Continuation: Added the steps for Assignment button:</p> <ul style="list-style-type: none"> • Organizational Assignment: <ul style="list-style-type: none"> ○ Click the Assignment button. ○ Click the Organizational Unit radio button. ○ Enter: 20010330 (for this scenario. In your work environment, enter the Org Unit number that represents the highest level of the Org structure to which you have permission. ○ Click Continue. You are returned to IT0001. If necessary, enter 99999999 in the position number field. ○ Click Save.
113	80		<p>Added the following:</p> <p>“Use the ZSEV Severance Pay Calculations report for projected calculations for RIF. Access the <i>Severance_Pay_Calculations</i> job aid on BEACON Help.”.</p> <p>Also added a graphic that shows the link listed under Job Aids on Beacon Help.</p>
----	82-88		Lesson 6 is now entitled “Entering Transfers”. Both transfer exercises from PA410 were moved to this lesson.
	86		<p>New information ref transfer:</p> <p>Whether you are the Leaving agency (LA) or the Receiving agency (RA), you should contact each other to discuss the transfer before processing in BEACON. When the employee indicates he or she is leaving, the agency should inquire if the employee is going to another agency. If the response is yes, the LA does <u>not</u> separate the employee or enter any <i>actions</i> in SAP because as soon as the RA enters the Transfer Action, the employee is automatically transferred out of the LA. The LA only:</p> <ul style="list-style-type: none"> • ensures time has been entered, released and approved before time eval runs • delimits objects on loan (using PA30) that the employee returned • verifies accuracy of leave accruals • discusses overtime comp with the employee (only paid if S-FLSA-OT; otherwise lost if not used within OT comp aging period).

		<p>The RA discusses above bullet points with LA and reviews the <i>Verify Employment Report B0157</i> to verify information. The RA does <u>not</u> create a New Hire Action, but uses the Transfer Action with the appropriate reason.</p> <p>If the transfer moves the <i>employee type</i> to a different <i>employee type</i>, you must change the Employee Subgroup. If the employee is going from one <i>payroll type</i> to a different <i>payroll type</i>, you will only initiate the PCR and when it is approved, contact BEST.</p>
	89-112	Lesson 7 is now entitled “Reviewing Additional Actions” and includes all of Lesson 3 from PA410: Work Against, Dual employment, Demotion, Investigatory w/ pay, Suspension, Cancel Salary Adjustment, Career Progression.
171	116	Steps on how to log in and access LMS are included in the notes on the Course Evaluation slide.
		<i>Exercise Guide</i>
2	2	Table of Contents is revised to reflect the changes detailed below in the information below.
---	11, 23, 30, 40	Added note to IT0007 that says: It is especially important to click the Part-time box when applicable.
--	26-34	New Exercise 2.3: Non-BEACON to BEACON removed from PA410 and added to PA310. Also added: Important! When an employee is reinstated (or Non-BEACON to BEACON) and received a pro-rated longevity you need to create an IT02012 / Z033 to document the pro-rated longevity already received so employee doesn't get a full payment when the year is complete. Refer to the <i>Longevity Job Aid</i> on BEACON Help for details.
26-31	35-40	Quick Entry was formerly Exercise 2.3 is now 2.4.
32-36	41-45	Reinstatement was formerly Exercise 2.4 is now 2.5. Also added the following note: Important! When an employee is reinstated (or Non-BEACON to BEACON) and received a pro-rated longevity you need to create an IT02012 / Z033 to document the pro-rated longevity already received so employee doesn't get a full payment when the year is complete. Refer to the <i>Longevity Job Aid</i> on BEACON Help for details.
37-44	46-59	Former Exercises 4.1, 4.2, and 4.3 are now exercises 3.1, 3.2, and 3.3 (Salary Adjustment, Appointment Change, and Range Revision [with funds]). Also, Range

			Revision (no funds) has been moved from former Lesson 7 to be included as 3.4 in Lesson 3.
58-74	54-59		Range Revision (no funds available) was formerly exercise 7.4 and is now exercise 3.4.
---	60-61		Discussion of Reallocation was added to Lesson 3 (it was formerly in PA410).
45-46	62-63		Promotion exercise was formerly 5.1 and is now 4.1.
47-49	64-66		Separation exercise was formerly 6.1 and is now 5.1. Also moved Separation Pay Continuation to Lesson 5, exercise 5.2. Added new steps on Separation Pay Continuation regarding how to use the Assignment button. If not used, you won't be able to Separate the employee later.
50-53	---		Maintain Employee Data exercises are removed and placed into new course <i>PA300 Introduction to Create and Maintain Employee Data</i> .
54-57	67-70		Separation Pay continuation was previously exercise 7.3 and is now 5.2 in Lesson 5.
66	---		Lesson 8 removed and placed in new <i>PA300 Introduction to Create and Maintain Employee Data</i> .
67-70	---		Lesson 9 removed and placed in new <i>PA300 Introduction to Create and Maintain Employee Data</i> .
71-74	--		Lesson 10 removed and placed in new <i>PA300 Introduction to Create and Maintain Employee Data</i> .
	75 and 81		New infotype (0209 – Unemployment State) is now part of the Transfer process and has been added to the two transfer exercises
--	71-81		New Lesson 6: Added new exercises for Transfer Within Agency – Lateral and Transfer Agency to Agency Promotion (these exercises were removed from PA410 and inserted into PA310).
			Data Set
			Data set was revised to include all of the changes reflected above.